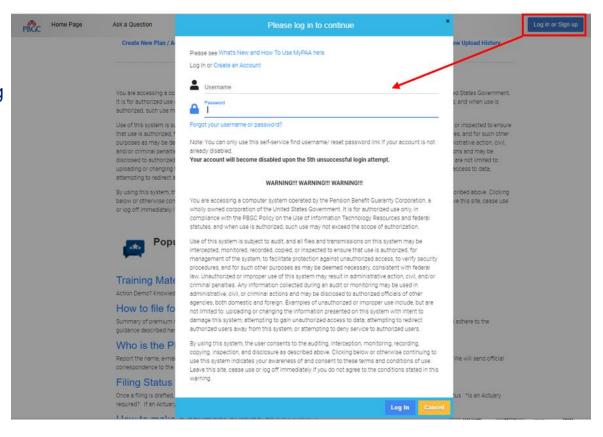
How To Submit a Payment to PBGC My Plan Administration Account (My PAA)

Last Updated: September 7th, 2021



Login

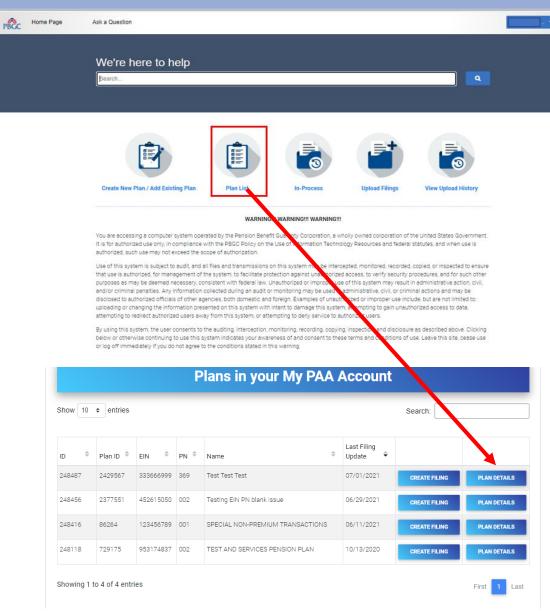
- ▶ From the Home Page, click on the "Log in or Sign up" button to log in.
- ► Enter your Username into the field labeled username on the My PAA log in pop-up
- Enter your Password into the field labeled "Password."
- Click on the "Log in" button.





Plan List Page

- Once you have logged in, click on the "Plan List" icon or link from the Home Page.
- From the "Plan Details" link for the plan you would like to generate a payment voucher for.





Plan Details Page

- After you have selected the appropriate plan, review all the associated filings in the Premium Filings section.
- Then click the "FILING DETAILS" button for the filing you want to submit a payment for.
 - Note: You can only make a payment for a filing if it is in "Pending Payment Info" status, and you must have the Payment Preparer role.
 - If you do not have the Payment Prepare role, please see the "How to Manage Roles" demo for further details.
 - If you are making a payment outside of My PAA, you can generate a Payment Voucher by clicking on the "Payment Voucher" link.

Plan Details

Plan ID: 729175

419333

385219

362780

01/01/2020

01/01/2020

10/13/2020

10/10/2019

Plan Name: TEST AND SERVICES PENSION PLAN

EIN: 953174837 PN: 002 Plan Status: Active Plan Effective Date: 01/01/1987 Coverage Date: 01/01/1987 Adoption Date: N/A

FILING DETAILS

FILING DETAILS

FILING DETAILS

FILING RECEIPT

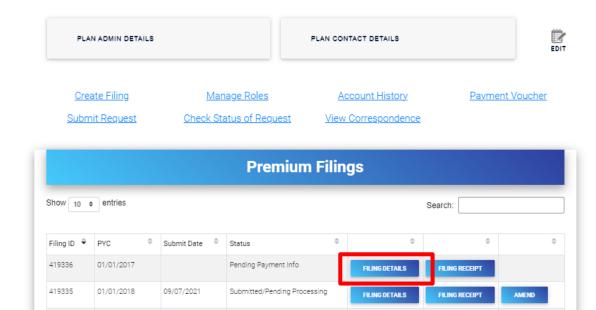
FILING RECEIPT

FILING RECEIPT

AMEND

AMEND

Plan Sponsor: AIRBUS U.S. Space & Defense, Inc.



Pending Actuary Approval

Submitted

Submitted



Plan Details and Filing Details Page

Click on the "Select Payment Option" button.

Plan Details

 Plan ID:
 Plan Effective Date:

 Plan Name:
 Coverage Date:

 EIN:
 PN:
 Adoption Date:

 Plan Status:
 Plan Sponsor:

Filing Task History

-	09/07/2021 01:18 PM	09/07/2021 01:18 PM	09/07/2021 01:20 PM	O)	`
	Draft Started	Draft Completed	Actuary Approval		Administrator Certification	
	YUN FENG ZHU	YUN FENG ZHU	YUN FENG ZHU			

Filing Details

All screen prepared filings follow this sequential status order:

Create Filing > Draft > Pending Actuary Approval (if required) > Pending Payment Info > Pending Admin Approval > Submitted

Please view the Filing Task History at the bottom of this page to review any actions already taken on this filing.

This premium filing is currently in Pending Payment Info status. To review all of the reported data for this filing, including any filing data warnings, please select the Filing Summary button or view the draft version of the filing via the Filing Receipt button (right side). If you have the Payment Preparer role for this Plan, select the "Select Payment Option" button to indicate a payment option for this filing, including choosing to pay "outside" of My PAA. Filing Coordinators can edit team member roles via the Manage Roles link from the Plan Details page.

 My PAA Filing ID: 419336
 PYC: 01/01/2017

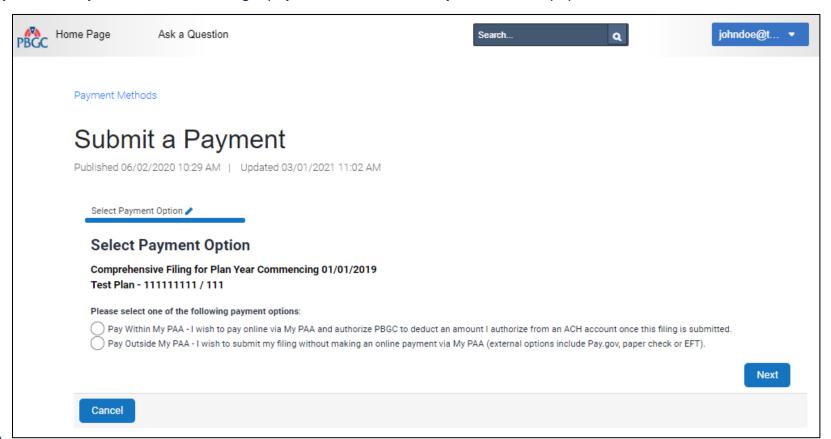
 Amount Due: \$ 45,497.00
 Filing Status: Pending Payment Info





Submit a Payment Page

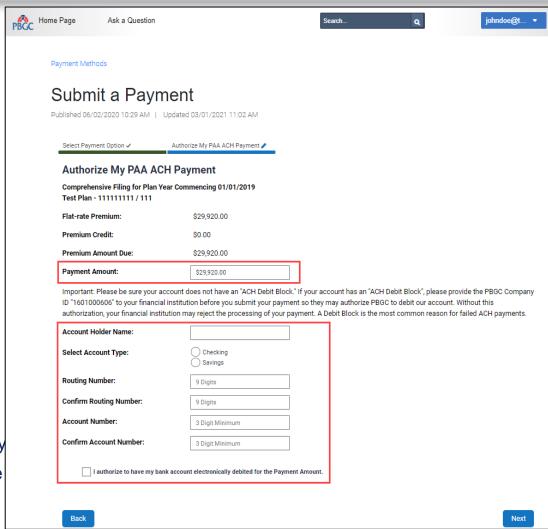
- There are two different payment options available to the Payment Preparer
 - Pay Within My PAA: Enter your banking information online and authorize PBGC to deduct the specified amount from your ACH account. This transaction will occur once the Comprehensive Premium Filing is submitted
 - Pay Outside My PAA: Elect to making a payment to PBGC via Pay.Gov, EFT or paper check.





Submit a Payment Within My PAA

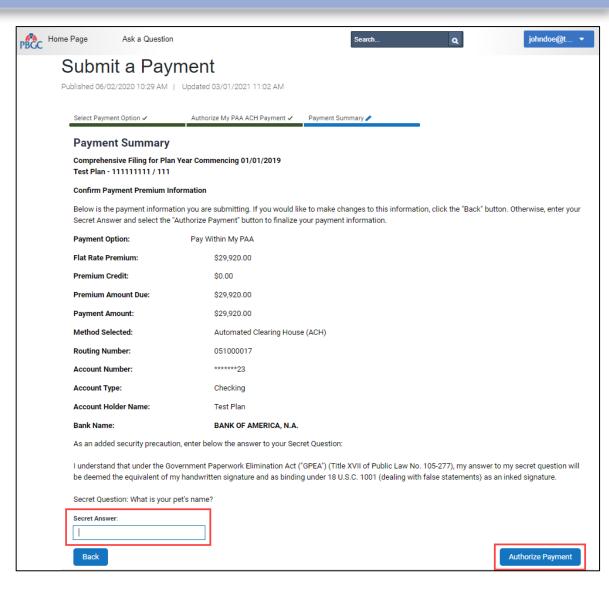
- The Flat-rate Premium, Premium Credit and Premium Amount Due will be displayed as calculated on the Comprehensive Premium Filing
- ➤ The following fields are required before proceeding:
 - Payment Amount (numeric value only)
 - Account Holder Name
 - Account Type (Checking or Savings)
 - Routing Number (must be 9 digits)
 - Confirm Routing Number
 - Bank Account Number (minimum 3 digits)
 - Confirm Bank Account Number
 - Bank Name
- Bank Name will automatically be generated based on the Routing number. If not generated, the field is displayed for data entry
- Once all fields have been completed, and the authorize banking transaction checkbox has been selected, click the "Next" button to proceed to the Summary Page.





Submit a Payment Within My PAA

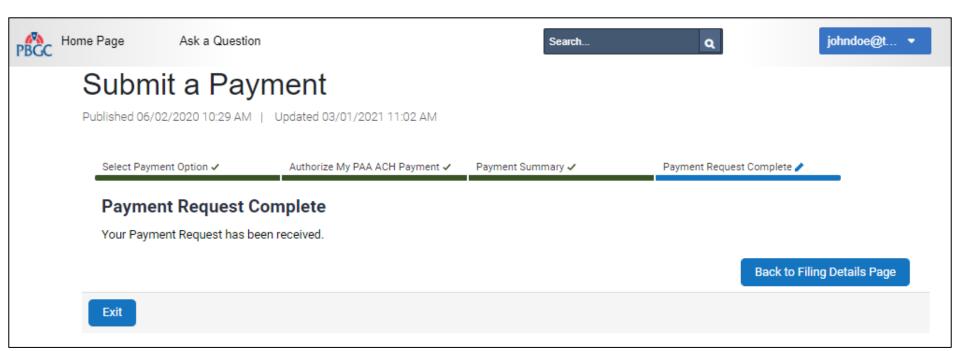
- A Payment Summary will be displayed to allow you to ensure the information provided on the previous screen is accurate.
 - If the payment information is incorrect, click the "Back" button to return to the previous screen and make the appropriate changes.
 - If the payment information is correct, enter your Secret Answer to the Secret Question, and click the "Authorize Payment" button.
- Once you authorize the payment, note that funds will not be deducted from your account until the filing has been submitted (i.e., after the Plan Admin/Plan Admin Rep has approved both the filing and payment information).





Submit a Payment Within My PAA

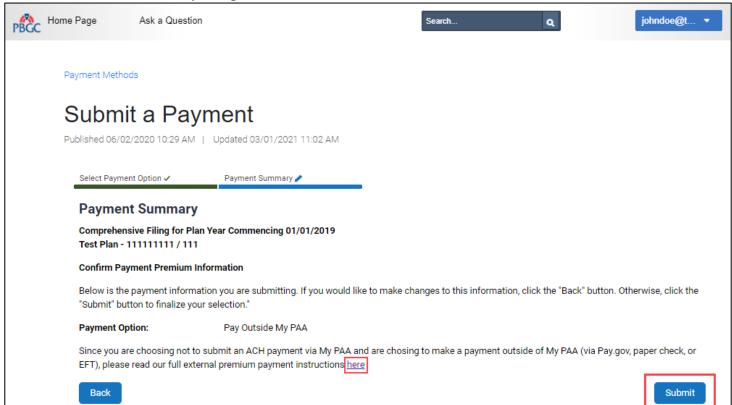
- ▶ A confirmation screen will appear once you have successfully authorized the funds.
- ▶ The filing status will then be changed to "Pending Admin Approval," which you can view on the Filing Details Page.





Submit a Payment Outside of My PAA

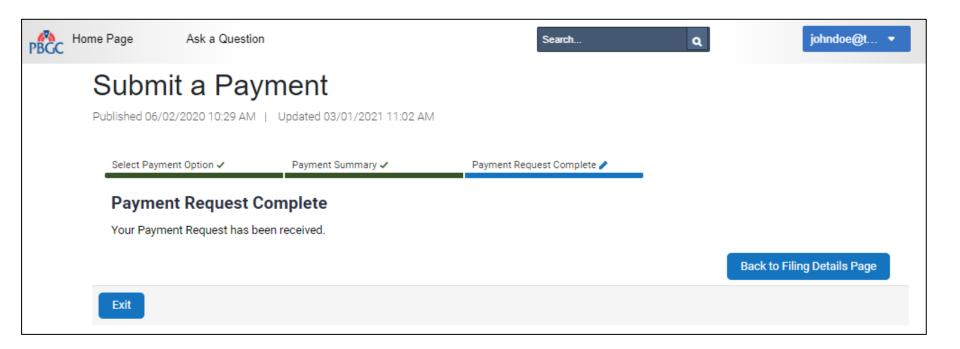
- ▶ You will not provide any banking information to PBGC in My PAA, rather you will confirm that you will be using an authorized payment method outside of My PAA (i.e., Pay.gov, EFT or paper check).
 - For further information and instructions on how to use the methods mentioned above, please visit PBGC's website.
- Once you have confirmed this is the plan's preferred payment method, click the "Submit" button to proceed to the Summary Page.





Submit a Payment Outside of My PAA

- ▶ A confirmation screen will appear once you have successfully confirmed your payment method.
- ▶ The filing status will then be changed to "Pending Admin Approval," which you can view on the Filing Details Page.





Payment Voucher from Plan Details Page

- As mentioned previously, if you have selected to submit the premium payment outside of My PAA but did not print the payment voucher while submitted the filing, you can access it in two locations of My PAA
 - The Plan Details Page
 - 2. The Filings Detail Page
- Select the "Payment Voucher" link below the PLAN CONTACT DETAILS button.

Plan Details Plan ID: 729175 Plan Effective Date: 01/01/1987 Plan Name: TEST AND SERVICES PENSION PLAN Coverage Date: 01/01/1987 EIN: 953174837 PN: 002 Adoption Date: N/A Plan Status: Active Plan Sponsor: AIRBUS U.S. Space & Defense, Inc. PLAN ADMIN DETAILS PLAN CONTACT DETAILS EDIT Create Filing Manage Roles Account History Payment Voucher Check Status of Request Submit Request View Correspondence **Premium Filings** 10 \$ Search: PYC Submit Date 419336 01/01/2017 Pending Payment Info FILING DETAILS FILING RECEIPT

Submitted/Pending Processing

Pending Actuary Approval

Submitted

Submitted

FILING DETAILS

FILING DETAILS

FILING DETAILS

FILING DETAILS

FILING RECEIPT

FILING RECEIPT

FILING RECEIPT

FILING RECEIPT

AMEND

AMEND

AMEND

09/07/2021

10/13/2020

10/10/2019

419335

419333

385219

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01/01/2018

01/01/2020

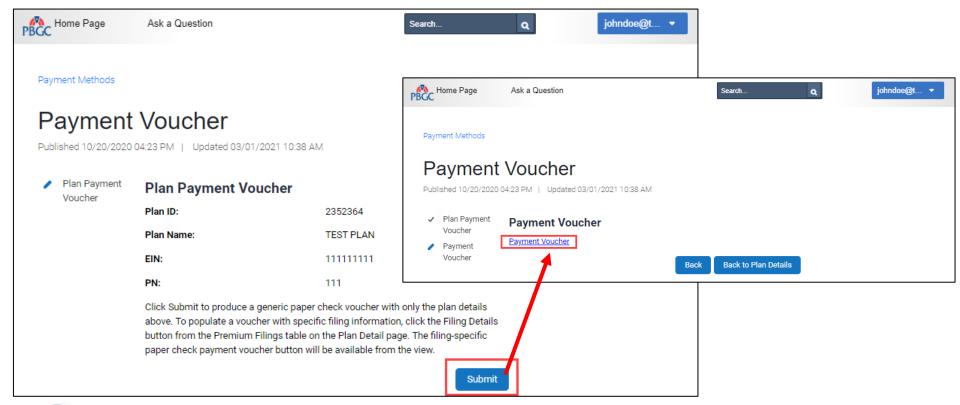
01/01/2020

01/01/2019



Payment Voucher from Plan Details Page

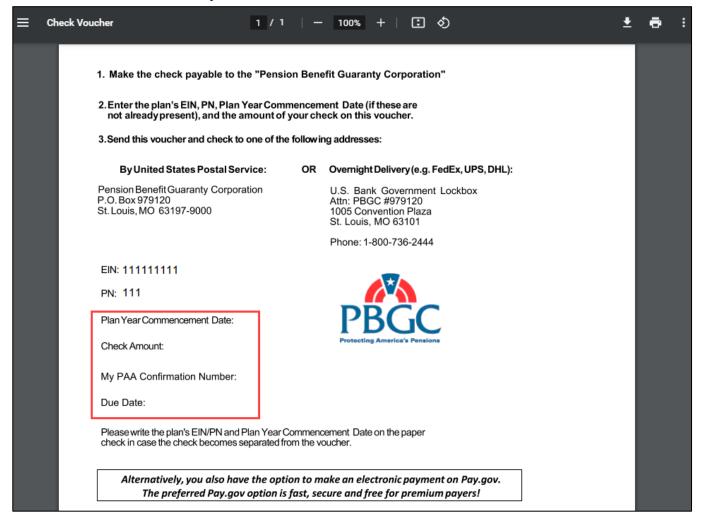
- Once you confirm the plan information is accurate on the Plan Payment Voucher page, click the "Submit" button.
- ▶ Then you will be brought to the Payment Voucher page with the link to access the PDF of the payment voucher for this particular plan.





Payment Voucher from Plan Details Page

▶ It is important to note that only the EIN and PN will be populated in the Payment Voucher PDF. Once the PDF is printer or saved/downloaded, you will be able to add the additional fields.





Payment Voucher from Filing Details Page

- Click on the "FILING DETAILS" button (from the Plan Details page) for the corresponding plan year/filing you would like to generate a Payment Voucher for.
- On the Filing Details Page, click on the "Payment Voucher" button.

Plan Details

Plan ID: 729175
Plan Name: TEST AND SERVICES PENSION PLAN

EIN: 953174837 **PN:** 002 **Plan Status:** Active

Plan Effective Date: 01/01/1987 Coverage Date: 01/01/1987 Adoption Date: N/A

Plan Sponsor: AIRBUS U.S. Space & Defense, Inc.

Filing Task History

	09/07/2021 01:18 PM	09/07/2021 01:18 PM	09/07/2021 01:20 PM	09/07/2021 03:28 PM	`	\	
١	Draft Started	Draft Completed	Actuary Approval	Pay Outside	Administrator Certification	Filing Submission to PBGC	
	YUN FENG ZHU	YUN FENG ZHU	YUN FENG ZHU	YUN FENG ZHU			

Filing Details

All screen prepared filings follow this sequential status order:

Create Filing > Draft > Pending Actuary Approval (if required) > Pending Payment Info > Pending Admin Approval > Submitted

Please view the Filing Task History at the bottom of this page to review any actions already taken on this filing.

This premium filing is currently in Pending Admin Approval status. To review all of the reported data for this filing, including any filing data warnings, please select the Filing Summary button or view the draft version of the filing via the Filing Receipt button (right side). If you are an authorized Plan Administrator or PA Rep for this Plan, and have either of those Plan Administrator roles, select the "Certify / Return for Edit" button to record your decision to certify the filing or return this premium filing for updates. Once you certify and submit from the pop-up, the filing will be submitted to the PBGC.

If any changes are needed to the filling before certification, you must click "Return for Edit" from the pop-up screen and then select 'Filling' as the Return Reason to route the filling back to Draft status. If you want to edit the selected payment details, click "Return for Edit" and choose 'Payment' as the Return Reason to route the filling back to Pending Payment Info status.

Filing Coordinators can edit team member roles via the Manage Roles link from the Plan Details page.

My PAA Filing ID: 419336 PYC: 01/01/2017

Amount Due: \$ 45,497.00 Filing Status: Pending Admin Approval

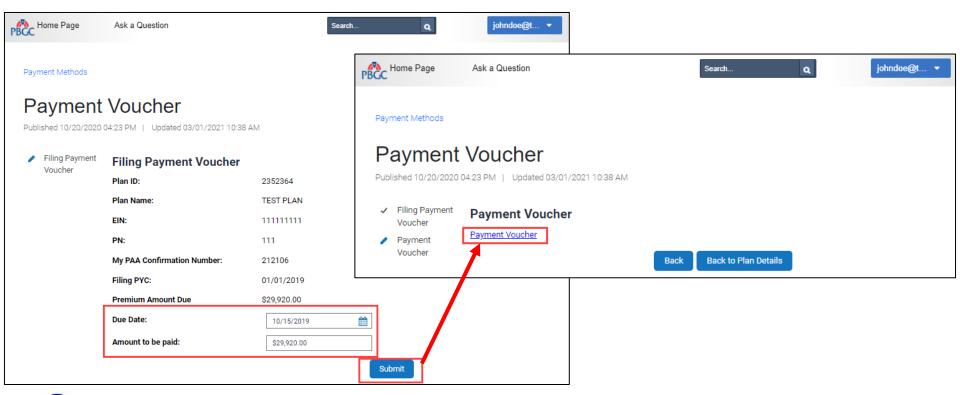
Payment Option: Outside My PAA

PBGC



Payment Voucher from Filing Details Page

- Confirm the plan and filing information are accurate and enter the due date for the premium payment.
 - The amount to be paid will automatically default to the "Premium Amount Due," but you can change the amount if that is not the amount being submitted with the Payment Voucher.
- ▶ Click the "Submit" button and then click on the "Payment Voucher" link on the next page.





Payment Voucher from Filing Details Page

▶ Unlike the Payment Voucher from the Plan Details Page, all the fields will be automatically populated with the information that was confirmed on the previous pages.

